


Chapter Positions	 <p>RICHMOND CHAPTER Board of Directors MEETING MINUTES December 8, 2016, Thursday</p> <p>12:00 PM – 1:00PM Conference Call</p>	Chapter Officers
Programs: Betsy Dulin Editor Richmond Report: Norm Jacobs Technology: Stephen Weisensale Product Show Chair: Kevin Riley Certification Chair: Winnie Sung Education: Andy Richmond Membership Chair: Joe Oglesby Awards Chair: Cindy Cordo Public Relations Chair: Jon Anderson Scholarship Chair: Stephen Weisensale Technical Chair: Andy Richmond Hospitality : MaryAnn Petry Audit Chair: Mike Bricker Finance Chair: Gib DeShazo Long Term Planning: Joe Oglesby		President: Steve L’Heureux Past President: Joe Oglesby President Elect: Jon Anderson Vice President: Kevin Riley Treasurer: Gib DeShazo Secretary: Mary Ann Petry Directors: Cindy Cordo Tony Hawkinson Betsy Dulin Andy Richmond Mike Bricker Tom Schwartz Regional Representatives MAR Region Planning Chair: Barbe Shaffer MAR Region Education Chair: Stephen Weisensale MAR Region Certifications Winnie Sung

Item	Responsible Person	Discussion
Call to Order	President (L’Heureux)	Steve L’Heureux called the meeting to order at 12:03 PM. Attendee sign in sheet is attached to the minutes. A Quorum was not established.
Approval of Minutes	Secretary (Petry)	Meeting Minutes for the November 10th Meeting were emailed to all the board members on Tuesday Nov 15 th . <ul style="list-style-type: none"> Meeting Minutes approval is tabled to the January meeting.
Corresp.	Secretary (Petry)	Correspondence to be Read: <ul style="list-style-type: none"> Richmond Report for December was sent December 6, 2016 <ul style="list-style-type: none"> This included invite for Dec Holiday Party and the Dec Lunch and Learn
Treasurer’s Report	Treasurer (DeShazo)	Treasurers Report: <ul style="list-style-type: none"> Checkbook and Budget Update Attached.
Committee Reports	Andy Richmond	Education Chair Update: <ul style="list-style-type: none"> December LNL at Boulders canceled at last minute. No LNL this Month. Need flyer for January LNL. Andy to Update LNL Schedule for balance of year.
	Steve L’Heureux Betsy Dulin	Program Chair Update: <ul style="list-style-type: none"> December Event: Date: Thursday December 8th. Venue: Coopers Hawk Barrel Room, 44 scheduled to attend. Cost: \$35 single, \$50 couple. January Event: Thursday 26th Location TBD / Fixed Cost menu / Private Room / Decent Paking. Option: American Tap House – Jon Anderson to call and get menu options and room reservation. February Event: TBD
	Winnie Sung	Certification Chair Update: <ul style="list-style-type: none"> Date February 18, 2017 – One day event at Emerald Construction. Flyer has been sent out.
	Joe Oglesby Steve L’Heureux	Membership Chair Update: <ul style="list-style-type: none"> 1 new member last month Sharon Clark w/Baskerville.
	Mary Ann Petry	Hospitality Chair Update: <ul style="list-style-type: none"> November Event had 19 attendees. Total Cost was \$194.98 Income was \$159.22 Net Loss \$35.76. There was a budgeted loss of \$300.

		<ul style="list-style-type: none"> December Holiday Party: 44 registered to attend 6:00 – 6:45 – cocktail hour 2 drinks per person – beer/wine (cash bar after that) --Thai Lettuce Wraps --Chicken Pot stickers --Hummus Bruschetta 7:00 – 9:00 – dinner (family style – seated) --Chopped Wedge Salad --Maple , Mustard, Pretzel Crusted Boneless Pork Chop (Served with Potato and seasonal vegetable) --Soy Ginger Salmon (served with Potato and seasonal vegetable) --Salted Caramel Crème Brule --Coffee, tea, soft drinks Balance is due at the end of the evening. Please make sure someone has a credit card that we can charge the balance to.
	Cindy Cordo	<p>Award Chair Update: From Cindy:</p> <p>I am seeking letters of nomination for Glave and Holmes Architecture for the Organizational Certificate of Merit. I would like for you to mention their sustained support of CSI, education of their employees and their support of their employees in taking the CDT exam. Did you know that G & H made a corporate wide decision 3 years ago to ask all of their employees to become CDT certified? They also ask all incoming employees to take the CDT exam. Their goal is to have all of their employees speaking the same language. If you agree that this is a worthy goal of any firm, I would love to have your support of this nomination.</p> <p>I am also seeking letters of nomination for nomination for Betsy Dulin for the MAR Education Award for her contributions at the regional level. She was nominated by a regional LOS attendee for her class that was offered this past year. I am looking for nomination letters and support from within our chapter for Betsy. It is important that we support our local members in their contributions to the region.</p> <p>I am seeking nomination for the communication award on behalf of Norm Jacobs for his continued support of the CSI newsletter. Our entire communications committee deserves praise getting CSI information out in a timely manner despite having our national CSI online format.</p> <p>If you would take a short minute to send a letter in pdf form, it would be appreciated. I would appreciate letters of recommendation by the end of this week. I will need your letters of nomination on your company letterhead addressed to me at: Lucinda Cordo AIA, CSI, LEED AP BD+C 6606 West Broad Street, Suite 500 Richmond, VA 23230-1717</p>
	Andy Richmond	<p>Technical Chair Update:</p> <ul style="list-style-type: none"> No Update.
	Jon Anderson	<p>Public Relation Chair Update:</p> <ul style="list-style-type: none"> Need to advertise those awarded CDT in 2016. Set up a format to use for future notifications.
	Kevin Riley Tom Schwartz	<p>CSI Product Show Update (MAY 25, 2017):</p> <ul style="list-style-type: none"> Still exploring alternate venues. Tom Schwartz exploring Hilton DoubleTree Midlothian and others.
	Norm Jacobs	<p>Richmond Report:</p> <ul style="list-style-type: none"> Needs all info by December 28th Add a new section on awards, position changes, company changes, project awards, etc.

	Stephen Weisensale	Technology Chair Update: <ul style="list-style-type: none"> No Update. CSI website still pending update. CSI Richmond website Update? Steven sent a list – pending update
	Stephen Weisensale	Scholarship Fund Chair Update: <ul style="list-style-type: none"> Stephen is resigning this position need someone to fill in.
	Liaison's John Hancock Winnie Sung Jacob Dyer	RJEC Report: AIA Report: ASPE Report:
CSI Regional Reports	Steve L'Heureux	CSI Regional Planning Report: <ul style="list-style-type: none"> Upcoming Events: 2017 Conference is in Pittsburgh and 2018 is in Winchester, VA. There are several open Regional positions. December Conference call cancelled.
Old Business		CSI Sponsorship: Forms went week of Oct 10 th . Cost \$300 for an annual sponsorship. This gets publicity at all meetings, in the newsletter, and on the website. As of 12/8/16 we have 8 paid sponsors. Kjellstrom & Lee, Koster America, Gulf Seaboard, WW Nash, Emerald, Roanoke Engineering, Shade and Wise, Illumination Concepts.
New Business		<ul style="list-style-type: none"> Jon will remain a member; however he will not be able to serve as president next year. Robert Vaughan has offered to fill in this spot. This item to be discussed at the January meeting.
	NEXT MEETING:	The next board meeting will be Thursday January 5th at Emerald Construction.
Announcements		Jon Anderson's New address is jon@sixsidesbec.com
Adjournment		The meeting was adjourned at 12:58 PM.
BY: Mary Ann Petry, LEED BD+C Green Associate – CSI Richmond Chapter Secretary		

Chapter Positions

Programs: **Betsy Dulin**
Editor Richmond Report: **Norm Jacobs**
Technology: **Stephen Weisensale**
Product Show Chair: **Kevin Riley**
Certification Chair: **Winnie Sung**
Education: **Andy Richmond**
Membership Chair: **Joe Oglesby**
Awards Chair: **Cindy Cordo**
Public Relations Chair: **Jon Anderson**
Scholarship Chair: **Stephen Weisensale**
Technical Chair: **Andy Richmond**
Hospitality : **MaryAnn Petry**
Audit Chair: **Mike Bricker**
Finance Chair: **Gib DeShazo**
Long Term Planning: **Joe Oglesby**



RICHMOND CHAPTER

Sign-In Sheet

Date: 12/08/16

Event: December BOD Meeting

Chapter Officers

President: **Steve L’Heureux**
Past President: **Joe Oglesby**
President Elect: **Jon Anderson**
Vice President: **Kevin Riley**
Treasurer: **Gib DeShazo**
Secretary: **Mary Ann Petry**
Directors:
Cindy Cordo
Tony Hawkinson
Betsy Dulin
Andy Richmond
Mike Bricker
Tom Schwartz

Regional Representatives:

MAR Region Planning Chair:
Barbe Shaffer
MAR Region Education Chair:
Stephen Weisensale

NAME	SIGNATURE
Steve L’Heureux	<i>Steve L’Heureux</i>
Joe Oglesby	<i>Joe Oglesby</i>
Jon Anderson	<i>Jon Anderson</i>
Kevin Riley	UnAvailable
Gib DeShazo	UnAvailable
Mary Ann Petry	<i>Mary Ann Petry</i>
Cindy Cordo	<i>Cindy Cordo</i>
Tony Hawkinson	UnAvailable
Betsy Dulin	UnAvailable
Andy Richmond	UnAvailable
Mike Bricker	UnAvailable
Tom Schwartz	<i>Tom Schwartz</i>
Barbe Shaffer	UnAvailable
Winnie Sung	UnAvailable
Norm Jacobs	UnAvailable
Stephen Weisensale	<i>Stephen Weisensale</i>
Robert Vaughan	<i>Robert Vaughan</i>

BY: Mary Ann Petry, LEED BD+C Green Associate – CSI Richmond Chapter Secretary Total # Attendees: 6+2=8

CSI RICHMOND CHAPTER BUDGET (APPROVED 08.11.2016)

July 1, 2016 to June 30, 2017

	BUDGET	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
	2016-2017												
INCOME:													
MEMBERSHIP	\$3,300.00	\$765.00		\$225.00		\$225.00							
SPONSORSHIPS & BUSINESS CARD IN NEWSLETTER	\$3,000.00					\$1,500.00							
MEETING / EVENT (September) - New member night (social)	\$400.00			\$144.98	\$180.00								
MEETING / EVENT (October)- AIA Front porch (network)	\$0.00												
MEETING / EVENT (October) -VCU Hard Hat Tour	\$350.00				\$300.43								
MEETING / EVENT (November)-Education (program)	\$200.00					\$244.22							
CHRISTMAS PARTY (December) (dinner)	\$1,500.00												
MEETING / EVENT (January) - Strategic Planning (dinner)	\$300.00												
CDT study event (Feb.)	\$200.00												
MEETING / EVENT (Feb.)-Prod. Rep. Speed Dating (network)	\$1,000.00												
MEETING / EVENT (March)-Hard Hat Tour (social)	\$0.00												
MEETING / EVENT (April) Education (program) breakfast	\$200.00												
PRODUCT SHOW (May) networking + education	\$18,000.00		\$1,100.00	\$100.00									
END OF YEAR PARTY (June) Awards banquet (social)	\$300.00												
TOTAL INCOME	\$28,750.00	\$765.00	\$1,100.00	\$469.98	\$480.43	\$1,969.22							\$4,784.63
EXPENSE:													
EDUCATION	\$600.00			\$149.00									
WEBSITE - Monthly Maintenance	\$1,800.00												
AWARDS	\$200.00												
Dues & Subscriptions for RJEC	\$50.00												
MEETING / EVENT (September) - New member happy hour	\$500.00			\$436.69									
MEETING / EVENT (October)- Hard hat tour	\$125.00				\$417.50	\$31.42							
MEETING / EVENT (October) - AIA Front porch	\$350.00												
MEETING / EVENT (November) Panel Discussion	\$500.00			\$100.00		\$58.74							
CHRISTMAS PARTY (December) Social	\$2,000.00				\$500.00								
MEETING / EVENT (January) - Strategic Planning even'	\$350.00												
CDT study event (Feb.)	\$200.00												
MEETING / EVENT (February) Product Rep. event	\$250.00												
MEETING / EVENT (March) hard Hat Tour	\$100.00												
MEETING / EVENT (April) Presentation	\$300.00												
PRODUCT SHOW (May)	\$15,500.00												
END OF YEAR PARTY (June) Socia	\$500.00												
ADVERTISING and PROMOTION	\$1,000.00				\$125.00								
TRAVEL	\$900.00			\$300.00									
SUPPLIES & POSTAGE	\$50.00				\$42.84								
CORPORATION FEE	\$25.00												
INSURANCE	\$0.00												
FLOWERS/GIFTS/DONATIONS	\$100.00												
SCHOLARSHIP FUND	\$2,000.00												
TOTAL EXPENSE	\$27,400.00	\$0.00	\$0.00	\$985.69	\$1,085.34	\$90.16							\$2,161.19
NET INCOME (LOSS)	1,350.00												